



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान  
National Institute of Pharmaceutical Education and Research (NIPER)  
Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers  
Govt. of India

Ref No. NIPER-HJP/Estt./recruit./11-17/2020

November 10, 2020

**Advertisement for Contractual Post of Administrative Officer**

Applications are invited for the post of Administrative Officer on or before 19/11/2020 (Thursday) so as to reach Registrar (i/c) NIPER HAJIPUR.

The details are as follows:

1. **Name of the post:** Administrative Officer
2. **Number of Post:** One
3. **Category:** General (Unreserved)
4. **Qualifications:** Bachelor's Degree in any discipline from a recognized institute
5. **Experience:** 5 years as Assistant Section Officer or equivalent in Central Govt/Central Govt. Educational Institutions

**OR**

M.B.A from a recognized institute with three years experience.

6. **Nature of post:** Contractual for one year which may be extended as per exigencies of service.
7. **Emoluments:** Consolidated salary of Rs 55692 only without any allowance
8. **Leave:** One day per completed calendar month of service .
9. **Mode of Selection:** By Interview
10. **Age:** Maximum 40 years on the last date of Application.

Interested Candidates may submit their Bio Data alongwith the photo and copies of certificates of Educational Qualification and Experience to Registrar (i/c) NIPER Hajipur (**National Institute of Pharmaceutical Education & Research (NIPER) EPIP Campus, Industrial Area, Jandaha Road, Hajipur – 844102**) on or before **19/11/2020 (Thursday)**. Copy of application and attachments may be also sent to **niper.hajipur2007@gmail.com**

Registrar (I/C)